



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 215
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-AO

19 July 2016

MEMORANDUM FOR US Army Garrison Fort Belvoir Employees

SUBJECT: Fort Belvoir Policy Memorandum # 70, US Army Garrison Fort Belvoir Civilian Personnel Dress Policy

1. **REFERENCE.** HQ IMCOM Civilian Personnel Dress Policy, IMZB, 9 November 2011.
2. **PURPOSE.** This policy is intended to define appropriate "business attire" during normal business operations. Work attire should complement a customer-focused organization that reflects an efficient, orderly, and professional culture.
3. **APPLICABILITY.** This memorandum applies to all civilian personnel assigned to US Army Garrison (USAG) Fort Belvoir.
4. **POLICY.**
 - a. All civilian employees of USAG Fort Belvoir are visible representatives of the command. The professional, conservative business image we want to present requires employees to present a clean and neat appearance and dress in a manner appropriate to a customer-focused organization and to the type of work performed. Garrison employees serve as ambassadors representing the commander whenever they interact with customers. Supervisors at all levels are responsible for enforcing dress code standards as outlined in this policy memorandum.
 - b. In general, USAG Fort Belvoir civilian personnel will adhere to a business casual dress code during regularly scheduled duty hours, Monday through Thursday. We recognize the growing popularity of business casual dress and the positive effects it can have on employee morale and improved quality of work by contributing to a more healthful work environment. However, employees must apply common sense and dress in an appropriate smart and casual manner. A general overview of acceptable business casual attire includes casual slacks, Capri pants (dress style) and skirts (non-denim); casual shirts with collars; polo shirts, sweaters, and turtlenecks; blouses (collared or un-collared) appropriate for business settings; and leather shoes, boots, flats, heels, and dress sandals. Certain specific types or styles of clothing do not fall under the category of business casual dress such as blue jeans, athletic shoes, T-shirts, shorts, tank tops, and flip-flop sandals. Overly casual clothing (leggings or halter-type dresses); clothing that is considered revealing or distracting and more appropriate for a social gathering (low cut, tight-fitting, or excessively short skirts); or clothing with inappropriate writing is not appropriate for the office.
 - c. Male supervisors will wear business shirts and ties. Female supervisors will wear gender-equivalent attire. A supervisor is defined as rating one or more subordinates. Male supervisors should have sport jackets or suit coats available to wear at meetings that include visitors from

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other organizations or when business is conducted at other organizations or locations. Non-supervisory attire for male and female employees does not require ties, business shirts, sport jackets, or other gender-equivalent clothing required for supervisors.

d. On Fridays, employees are allowed to "dress down" to more relaxed attire from what would be worn on other workdays. Specifically, ties are not required on Fridays and knit polo shirts or other collared shirts are allowed. Blue jeans, athletic shoes, T-shirts, shorts, flip-flop sandals, or tank tops are not authorized for wear on Fridays. The intent is that all civilian employees project a professional appearance to customers at all times.

e. The dress code for Child, Youth and School Services direct care staff includes the option of denim jeans.

f. For those employees whose duties require them to perform field work that would soil traditional office clothing, they may wear appropriate work clothes such as Carhartts or Dickies, tan or gray in color. When such employees are not in the field, however, they will change to conform to the requirements within this policy memo.

g. When on official travel, garrison employees will comply with conference or host dress guidance. In the absence of such guidance, garrison employees will dress as outlined above.

h. The garrison commander will authorize deviations from or exceptions to this policy on a case-by-case basis. If planned social events or if manual labor is required for office clean-up or maintenance, directors may request exceptions to the civilian dress requirements above. Route all requests through the deputy garrison commander to the garrison commander at least three days in advance of the desired event or work requirement.

5. PROPONENT. The Garrison Command Administrative Office is the proponent of this policy at 703-805-2045.


MICHELLE D. MITCHELL
Colonel, AG
Commanding